3rd December 2013

Dear Parents

Since we are reaching the end of Term 1, Kindly find below some important points that will help our secondary students at this stage:

1st Term Examinations:
Examinations, formal assessments and reports are upon us. We are doing final preparations this week for the formal examinations so that they will reflect as close as possible what the students in Yr. 11 and 12 will face in May June. All other age groups will be in some form of appropriate assessment or reporting phase.

I sent home the timetable for formal examinations in the secondary school a week or so ago. It is also on the website if you have misplaced it or did not receive a copy. You will notice that there are programmed timeslots designated as revision. These revision periods have been targeted with the examinations that follow in mind and teachers have been asked to provide some guide questions in these periods to focus students on the following exams.

ALL students are expected to attend school at normal times during this period and attendance will be taken as normal in the morning.

Those students who finish examinations earlier in the day will be free to be picked up from GATE 1.

Students are expected to attend in school uniform as normal.

Below are some rules from the Examination Officer:

1. Students not to bring prohibited materials in examinations because it will cause cancellation of exam
2. No mobiles phones are allowed whether they are switched on or off.
3. Students must make good use of the revision time prior to the exam
4. Punctuality. Late arrivals after 15 minutes of the commencement of the exam will not be allowed to do the exams.
5. Parents have to collect their children if their children don’t have second or third session and they don’t commute by bus.
6. Students are responsible to know their days of exams and what subjects
7. Parent should provide a studying environment at home to help their kids study.
8. Outings, TV time, and mobile use at home should be limited.

Reports:
Reports will be compiled over the December break and will be sent to parents on 9th January and the following Thursday will be the Parent teacher day for consultations.

Updating Records:
The Ministry requires that our records are complete and accurate. When you are contacted, please supply us within 5 working days. We cannot finalize our enrollment process for students without complete and correct data.

School Gates:
All Secondary students except those leaving by bus, or those responsible for a younger sibling will exit through GATE 2. All others should exit through GATE 4. Please note that no parent is allowed to walk in the school during leaving time unless he/has a visitor card from the school office. The school office will not be used as a waiting area for the parents who come to pick their students before 2:15.

Art Department:
Please, as a request from the Art department, Yr. 7, 8 and 9. Could students please bring a cardboard shoe-box.

We hope for the best for all students in this time and understand the increased stress at home but pray that it will soon be passed and we can all relax for a short period before the next drive forward.

Regards

David Conway
Principal